

# Reference Letter Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference letter from you as I am currently applying for several contract roles in [specific field/industry]. Your support would mean a lot to me during this process.

Having worked together at [Company/Project Name], I believe you could provide a valuable perspective on my skills and contributions, particularly in [specific skills or achievements]. I am confident that your insights would greatly enhance my applications.

If you are willing to assist me, I would be happy to provide any details or help you may need to make the letter as informative as possible. The deadline for submission is [insert deadline].

Thank you very much for considering my request. I truly appreciate your time and support.

Best regards,

[Your Name]

[Your Contact Information]